



CITY OF DURHAM

Durham Parks and Recreation

101 CITY HALL PLAZA | DURHAM, NC 27701

Physical Address: 400 CLEVELAND STREET | DURHAM NC 27701

919.560.4355 | F 919.560.4021

www.durhamnc.gov



RESERVATION PROCEDURES

Plazas

Event Fields & Trails

Campsites

Picnic Shelters

1. Facilities available for rental are subject to schedules of pre-existing programs, events, classes and/or other activities. DPR reserves the right to deny any application.
2. Once a request is made for use of a facility, a 10 day hold will be placed on the proposed date(s) of use. On or before the 10th day DPR must receive the required application fee and the security deposit. If payment is not received the date will be reopened to the public without notice to the requesting parties.
 - a. Picnic Shelters and Campsites: If a rental is in less than 10 days from the reservation all fees must be paid no later than the Tuesday before the event.
 - b. Plazas, Event Fields & Trails:
 - i. All fees are due 30 days in advance of the rental.
 - ii. If a reservation is requested less than 30 days prior to the event, rentals are not guaranteed and all fees must be paid in full at the time of request.
 - iii. Renters may change an application for permit information (i.e. times, estimated attendance, etc.) up to 14 days prior to requested date. At 14 days prior to rental, information provided will become binding; and must be accurate.
3. Renters must provide accurate contact information including: address and day-of contact phone number.
4. **The use fee and deposit will not be refunded for cancellations less than 15 days prior to the requested date of use. Application fees are non-refundable.**
5. The City of Durham and other agencies, government or private, may require other permits, security services or equipment for rentals. Acquisition of these extra services and equipment are the renter's responsibility and expense.
 - a. All events open to the public, events with amplified music, street closures, inflatable's and tents will be required to obtain a **Special Events Permit from the Durham Police Department**. All other events needing a Special Events Permit will be determined on a case by case basis.
 - b. Security, paid for by the renter, may be required. Please see the Security section in this document for more details.
 - c. Certificate of Liability Insurance may be required. Please see the Insurance section in this document for additional details.
6. All trash must be bagged and disposed of in receptacles provided. If trash cans provided are not adequate for disposal, it is the renter's responsibility to remove and dispose of excess trash off-site.
7. **Police Security is required for all teen events, public dances, events with ticket sales or charging an entrance fee, when serving alcohol and events with over 100 people in attendance. Renters must contact Sgt. Ray at 919-448-5624 to arrange security.**
8. Renter may not sublet the space to another group or individual.
9. Rentals charging admission/selling tickets to event must pay associated fee.
10. Rentals do not entitle you to exclusive use of parks or trails. All other areas of the park must remain open to the public. (i.e. parking lots, restrooms, etc.).
11. Parking is allowed in designated parking areas only. **No motorized vehicles are allowed on the grass or pathways! This includes unloading of supplies and any event set-up that is required.**

12. Restrooms: Renters are responsible for providing restroom facilities (i.e. portable toilets) during any rental time longer than two hours if on-site restrooms are not available for any reason. Provisions must meet the minimum industry standards for the size and type of event planned. Renters must provide restrooms for plaza events.
13. Renters are responsible for the set-up, breakdown and logistical coordination of the event. Water, electricity and other needs should be carefully considered when selecting your event location as these services are not available at all facilities.

LOCATIONS

PLAZAS

CCB Plaza Corner of Corcoran and Parrish Street- home of Major the big bronze bull.

Durham Centre Parking Garage: 300 W. Morgan Street, rooftop of the Centre Parking Garage.

EVENTS FIELDS & TRAILS

Trails: American Tobacco Trail, Ellerbe Creek Trail, Third Fork Creek Trail

Event Fields: Any field within a park not designated as an athletic field large enough to host an event.

Park	Address
Bethesda Park	1814 Stage Rd.
Burton Park	1100 Sima Ave.
Cook Road Park	602 Cook Rd.
Duke Park	106 W. Knox St.
Forest Hills Park	1639 University Dr.
Old North Durham Park	310 W. Geer St.
Oval Drive Park	2200 W. Club Blvd.
Rock Quarry Park	701 Stadium Dr.
Southern Boundaries Park	100 Third Fork Dr.
Northgate Park	300 W. Club Blvd.

CAMPSITES

Lake Michie Recreation Area: Bahama, NC 27503- Spruce Pine Lodge and Archery Range Road.

PICNIC SHELTERS

Park	Address	Size
American Village Park	4703 American Dr.	Small
Burton Park	1100 Sima Ave.	Small
C.M. Herndon	511 Scott King Rd.	Small
C. R. Wood Park	417 Commonwealth Ave.	Small
Campus Hills Park	2000 S. Alston Ave.	Small
Cook Road Park	602 Cook Rd.	Medium
Crest Street Park	2503 Crest St.	Small

Park	Address	Size
Duke Park	106 W. Knox St.	Small
East Durham Park	2500 E. Main St.	Small
East End Park	1200 N. Alston Ave.	Small
Edgemont Park	205 S. Elm St.	Small
Elmira Avenue Park	540 Elmira Ave.	Small
Forest Hills Park	1639 University Dr.	Large
Garrett Road Park	6815 Garrett Rd.	Small

Hillside Park	1301 S. Roxboro St.	Large & Small
Holt School Road Park	4102 Holt School Rd.	Small
Lakeview Park	3500 Dearborn Dr.	Small
Long Meadow Park	917 Liberty St.	Small
Lyon Park	1200 W. Lakewood Ave.	Small
Morreene Road Park	1102 Morreene Rd.	Small
Northgate Park	300 W. Club Blvd.	Medium & Small
Old Farm Road Park	7 Hedgerow Place	Small
Orchard Park	1000 S. Duke St.	Small
Oval Drive Park	2200 W. Club Blvd.	Small
Piney Wood Park	400 E. Woodcroft Pkwy.	Large
Red Maple Park	3320 Hinson Dr.	Small

River Forest Park	1000 Windermere Dr.	Small
Rockwood Park	2310 Whitley Dr.	Small
Sandy Creek Park	3510 Sandy Creek Rd.	Small
Sherwood Park	2325 Cheek Rd.	Small
Solite Park	4704 Fayetteville Rd.	Medium
Spruce Pine	2235 Bahama Rd.	Medium
Trinity Park	410 Watts St.	Small
Twin Lakes Park	435 Chandler Rd.	Large & Small
Unity Village Park	200 Matilene St.	Small
Valley Springs Park	3805 Valley Springs Rd.	Small
Walltown Park	1308 W. Club Blvd.	Small
West Point On The Eno	5101 N. Roxboro Rd.	Medium & Small
Whippoorwill Park	1632 Rowemont Dr.	Medium
Wrightwood Park	1301 Anderson St.	Small

FEES AND CHARGES

CR: City Resident, NCR: Non-City Resident

PLAZAS

SECURITY DEPOSIT:

Events without alcohol	\$100.00
Events with alcohol	\$200.00

RENTAL FEES: (per hour, minimum of 4 hours)

Monday – Sunday and Holidays	CR: \$10.00 NCR: \$15.00
Rental Application Fee (non-refundable)	\$15.00
Alcohol Application Fee (required if serving alcohol)	\$50.00
Ticket Sales	\$225.00

EVENT FIELDS & TRAILS

SECURITY DEPOSIT:	\$100.00
Rental Application Fee (non-refundable)	\$15.00

CAMPSITES

RENTAL FEES: (per night)

Group Sites Monday – Sunday	CR: \$20.00 NCR: \$25.00
Individual Sites Monday- Sunday	CR: \$10.00 NCR: \$15.00

PICNIC SHELTERS

RENTAL FEES: (per day)

Monday- Thursday Small	CR: \$30.00 NCR: \$45.00
Monday- Thursday Medium	CR: \$50.00 NCR: \$65.00
Monday- Thursday Large	CR: \$80.00 NCR: \$95.00

Friday- Sunday and Holidays Small
Friday- Sunday and Holidays Medium
Friday- Sunday and Holidays Large

CR: \$55.00 NCR: \$70.00
CR: \$75.00 NCR: \$90.00
CR: \$105.00 NCR: \$120.00

RENTAL HOURS

Rental hours include setup and dismantle.

Parks, Event Fields and Trails- 8 am until sunset

Plazas- 6 am until 12 am (midnight)

Campsites- 12 pm until 12 9m the following day

Special Event Permits (reservations procedure #5a)

A City of Durham Special Event Permit issued by the Durham Police Department may be required. Events with street closures, impacts on traffic, amplified sound, food or merchandise sales, inflatable amusement rides, etc. will be required to obtain a special event permit. Additional information and the application are available on the Durham Police Department website at: http://www.durhampolice.com/news/special_events.cfm.

Trash Removal (reservations procedure #6)

Renters are responsible for provision, collection and removal of all trash and recycling for your event. Renters may contact Larrisha McGill at (919) 560-4186 of the Solid Waste Department to schedule services.

Security (reservations procedure #7)

Security services, if required, will be determined by the Durham Police Department. Renters are responsible for contacting Sgt. Ray of the Durham Police Department to schedule officers. The fee, paid by the renter, is due in cash, to the officer(s) at the beginning of the event. If you have any questions regarding this requirement you may contact Sgt. Ray at 919-448-5624. In the event of cancellation, it is the renter's responsibility to cancel security services 3 days prior to the event. Failure to do so will result in the full payment to the security officers at the Police Department's established rate.

Parking

Parking is not guaranteed at any location.

Plazas: Guest parking is allowed on the street or at Durham Centre Parking Garage located at 300 W. Morgan Street. For more information on the Durham Centre contact Vincent Washington with Lanier Parking at 919-680-2481 or vwashington@lanierparking.com.

Parks and Trails: Lots are available to all park and trail goers and are on a first come first serve basis.

Restrooms

Restrooms are not guaranteed at any location.

Plazas: Restroom facilities must be provided by the renter for guest attending events. **There are no public restrooms accessible to the plazas.**

Parks and Trails: Some parks are equipped with restroom facilities open to the public but can be closed at any time by the City of Durham.

Insurance Requirements (reservations procedure #7)

A certificate of liability insurance may be required for events. This insurance must show that a general liability insurance for at least one million dollars per occurrence, naming the City of Durham as an additional insured. Events providing **inflatable's, serving alcohol, fundraising and where food will be sold**, are examples of when insurance is required. The certificate of insurance **must** have an **original signature** covering the date of your event, and must be presented to our office no later than 21 calendar days prior to your event. **If it is not turned in on time you may be required to alter your event plans and/or cancel the event.** If your insurance agent has any questions, please feel free to call the reservationist at (919) 560-4355 ext. 27202.

ALCOHOL INFORMATION

Alcoholic beverages are strictly prohibited except when permits to serve such beverages are obtained from Durham Parks and Recreation and/or the State ABC Board. Permits can be found at:

<http://www.ncabc.com/permits/special.aspx>. *Alcoholic beverages are prohibited in parks and trails.*

Events in which alcohol will be served are required to hire event security through the Durham Police Department. Renters are responsible for contacting the Durham Police Department to obtain information and to schedule officers for their event. Payment is due in cash, to the officer(s) at the beginning of the event. Renters should contact Sgt. Ray at 919-448-5624 to arrange security.

SPECIAL FACILITY RENTAL INFORMATION

PLEASE PRINT

PROVIDING THIS INFORMATION DOES NOT GUARANTEE A RENTAL

PERSONAL INFORMATION

Name _____

Organization _____

Non-profit (501©3): YES NO

Date of Birth _____

E-mail _____ Phone Number (H) _____ (C) _____

Address _____ Apt _____ City _____ State _____ Zip _____

RENTAL INFORMATION

Facility _____ Date(s) of Rental _____ Expected Attendance _____

Rental Times (including setup and breakdown) Start _____ End _____

Amplified Sound: YES NO Jump House: YES NO Tent(s): YES NO Street Closures: YES NO

Plazas only:

Alcohol: Beer/Wine: YES NO Liquor: YES NO Manner of Serving Alcohol _____

Ticket Sales/ Entrance Fee/ Fundraiser: YES NO

EVENT DETAILS (type of event, staging area, fundraiser, etc.)
